

Integrated Space Management Program

Los Alamos National Laboratory

Laboratory Implementation Requirement LIR 230-01-03.1

Issue Date: 06/18/2002, Revised: May 13, 2004

Mandatory Document

1.0 INTRODUCTION

Note: [Click here](#) for Lessons Learned that may apply to the requirements contained in this LIR.

1.1 Background

The requirements contained in this LIR address the Los Alamos National Laboratory (Laboratory) Integrated Space Management Program (ISMP). Laboratory space management shall encompass all real property owned and/or leased by the University of California (UC) on behalf of the Department of Energy (DOE). The ISMP shall manage the Laboratory's space as an asset and ensure maximum support for its scientific mission. The ISMP establishes requirements that shall be implemented for managing space, administering space allocations, managing the occupancy and vacancy of space, managing space changes, excessing space, and reporting space utilization.

The Associate Director for Operations (ADO) shall exercise overall space management responsibility on behalf of the Laboratory and shall be the institutional owner of all space. ADO shall utilize a Space Management Committee (SMC) that represents each directorate. The Directorate Space Managers (DSMs) shall manage the space within their directorate and assist ADO in meeting the overall space management goals and objectives at the institutional level via participation in the SMC. Facilities & Waste Operations – Facility Planning(FWO-FP) shall work in a staff capacity to ADO and the DSMs in assuring the orderly execution of the business of the SMC. Additionally, FWO-FP shall ensure required refinement and implementation of the ISMP, monitor space management actions across the Laboratory, serve as the Laboratory point of contact for institutional space management issues, and work to integrate institutional space issues across directorates.

The requirements contained in this LIR reflect the expectations contained in [LPR 230-01-00 Facility Assets – Managing Facility Assets](#) and [LPR 250-02-00 Facility Business – Facility Partnership Agreements](#). This LIR supersedes LIR 230-01-01 Laboratory Excess Space and Surplus Facility Requirements and LIR 250-02-01 Occupying or Vacating Work Space.

The requirements of this LIR shall be effective upon the issue date.

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2.0 PURPOSE

The requirements contained in this LIR address the actions that shall be implemented and administered for the Laboratory ISMP, consistent with [LPR 230-01-00](#) and [LPR 250-02-00](#). The purpose shall be to establish roles, responsibilities, and authorities regarding the allocation and assignment of space; the requirements for changing space; the requirements for occupying and vacating space; the requirements for excessing space; and the requirements for reporting and collecting space utilization data.

The ISMP shall ensure that the Laboratory manages its space resources economically to support its scientific mission.

3.0 SCOPE/APPLICABILITY

The ISMP shall encompass all space assets, including leased real property, controlled by the Laboratory for DOE. The requirements contained in this LIR shall apply to Laboratory managers and workers tasked directly or indirectly with planning, meeting and/or implementing the objectives of ISMP. The requirements shall also apply to those organizations and personnel who support the program with data and services for the development and maintenance of the program.

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4.0 DEFINITIONS

ADO – Associate Director for Operations

AD – Associate Director

building – an improvement, with at least three sides and a roof, that is suitable for housing people, materials, and/or equipment, or which provides only partial protection from the weather, such as a shed

change of use – change of a room(s) use from one classification to another, for example, from a laboratory to an office

D&D – Decontamination and Decommissioning

DL – Division Leader

directorate – the Laboratory management unit responsible for the day-to-day management of space within the policy of the ISMP

DOE – Department of Energy

DSM – Directorate Space Manager - the designated single point of contact responsible for a directorate's space management activities, who coordinates with the FWO ISMP personnel

EIS – Employee Information System

excess space – space that is no longer needed or no longer adequately meets the needs of the assigned tenant organization or the cognizant FM

facility – a structure or collection of structures that occupy real estate

FM – Facility Manager

FMU – Facility Management Unit

FWO – Facilities & Waste Operations

FWO-IIM – Facilities & Waste Operations – Integrated Information Management

FWO-FP – Facilities & Waste Operations – Facility Planning

FWO-SWO – Facilities & Waste Operations – Solid Waste Operations

FWO-WFM – Facilities & Waste Operations – Waste Facility Management

FSP – Facility Strategic Plan

HSR – Health, Safety, and Radiation Protection

ISMP – Integrated Space Management Program

Laboratory – Los Alamos National Laboratory

LANL – Los Alamos National Laboratory

LIR – Laboratory Implementation Requirement

mothballed state – temporary closure of a space or facility (typically limited to vacating personnel and property and related house cleaning) pending reassignment of the space or facility

NNSA – National Nuclear Security Administration

OIC – Office of Institutional Coordination

PM-1 – Project Management – Site & Project Planning

S&M – Surveillance and Maintenance

safe shutdown – a graded approach to the safe, secure, and cost-effective permanent closure and ongoing surveillance and maintenance of a space or building pending its removal from the Laboratory site

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SMC – Space Management Committee - A Laboratory committee, established under the leadership of the ADO, made up of the FWO Space Management staff and the designated space managers representing each directorate

space – the physical area in buildings that is under the custody and control of DOE/UC, to include government-owned space, as well as leased space

space assignment – designated space within a building assigned to a specific tenant organization

space changes – physical alterations of the space, changes in the functional use of the space, or the reassignment of the space

space request process – the formal process to request any and all space such as reassignment of space, excess of surplus space, and new construction

space standards – the Laboratory standard for the size, area and/or ratio of spaces for specified functions in support of the Laboratory's mission

SPCC – Site Planning and Construction Committee

surplus space – space that has been declared as excess and further declared unable to support the Laboratory's mission

swing space – institutionally owned or leased space not permanently assigned, but used to provide temporary workspace for an organization

target space allocation – the total space, in square feet, allocated by the ADO to a directorate for carrying out the directorate's mission

tenant organization – the organization identified in the space database as the authorized occupant of the space

TYCSP – Ten-Year Comprehensive Site Plan

UC – University of California

worker – for the purpose of this document, anyone who works on the Los Alamos National Laboratory owned or leased property whether an employee of the University of California, contractor, sub-contractor, or visiting scientist or student

workspace – the area in which personnel works or for which personnel are responsible including, but not limited to, a laboratory, shop, office, storage area, experimental space, and plant equipment rooms

5.0 PRECAUTIONS AND LIMITATIONS

Requests for an exception to or variance from the requirements contained in this LIR shall be in accordance with those contained in [LIR 301-00-02](#).

GUIDANCE: National emergencies may require an exception to or variance from this LIR in an effort to quickly meet programmatic needs. Exceptions or variances may be mandated from the Laboratory Director or the ADO in such circumstances.

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6.0 IMPLEMENTATION REQUIREMENTS

6.1 ALLOCATION OF SPACE

6.1.1 Requirements for Allocating Space

The ADO shall direct an annual review of space allocation and utilization for each directorate. The review process shall result in the establishment of a target space allocation for each directorate. This target space allocation shall be based on Laboratory space standards (see [Los Alamos National Laboratory \(LANL\) Engineering Manual, Chapter. 4 - Architecture](#)), best practices in space management, budget and programmatic objectives, and other criteria established by ADO. Each directorate shall develop a plan for meeting the space target within the first quarter following the review.

Assigning/reassigning, occupying, vacating, and/or excessing space shall be in accordance with the requirements contained in Sections 6.2 – 6.4 of this LIR. Conflicts with the allocation, assignment, or space targets shall be resolved in accordance with the requirements contained in Section 6.6 of this LIR.

6.1.2 Responsibilities for Allocating Space

Responsible Person/ Organization	Shall
ADO	<ul style="list-style-type: none">• Assume ownership of all building space• Exercise overall space management responsibility• Promote a culture that recognizes Laboratory space as institutional property owned by DOE/University of California (UC)• Review space allocation and utilization evaluations and initiate actions that will bring the Laboratory and its directorates into alignment with space utilization targets, standards, and objectives• Develop priorities for the purpose of allocating space• Assume the final authority in all ISMP appeals
Associate Director (AD)	<ul style="list-style-type: none">• Designate a space manager for his/her directorate• Be responsible for the assignment and allocation of space within his/her directorate• Ensure the effective and efficient use of space within his/her directorate• Provide an ADO-accepted plan for meeting the target space allocation
FWO-FP	<ul style="list-style-type: none">• Be responsible for the ISMP via the space management team• Develop, by directorate for ADO, space allocation recommendations based upon space standards, current space utilization, facilities strategic plans, and program forecasts

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	<ul style="list-style-type: none">• Provide periodic reports to each directorate on the current utilization of Laboratory space• Assist directorates with tactical plans to meet target space allocations• Initiate and facilitate space re-allocations between directorates• Prepare and assist with special studies as required to facilitate space planning and decision making• Provide data analysis and assistance to PM-1 to aid them in strategic facility planning• Provide space-related services, such as utilization studies, office layout, and related services• Plan and execute institutional moves to accommodate site needs• Evaluate and recommend lease space• Manage swing space as required to accomplish space management objectives
Project Management – Site & Project Planning (PM-1)	<ul style="list-style-type: none">• Provide information to FWO-FP regarding the purchase or construction of new facilities or upgrades/changes to existing buildings• Provide FWO-FP with information regarding the priorities and timing for new and/or excess facilities• Provide FWO-FP with Facility Strategic Plans (FSPs) in an effort to coordinate tactical space planning with long range facility planning

6.2 SPACE CHANGES

6.2.1 Requirements for Space Changes

Once space is allocated by the ADO (see Section 6.1), each AD shall be responsible for the ongoing management of his/her space allocation. All space activities, including assignments and/or reassignments, changes in space use, adding new space, excessing space, and siting structures with PM-1, shall be managed by the directorate and coordinated with FWO-FP via the on-line space request system (<https://remedy.lanl.gov/Space/>). Changes shall be validated by FWO-FP.

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6.2.2 Responsibilities for Space Changes

Responsible Person/ Organization	Shall
DSM	<ul style="list-style-type: none">• Be responsible for the day-to-day space management activities of the directorate• Be the directorate's primary point of contact for the ISMP• Serve as a member of the SMC• Report assignment/reassignments that occur within the directorate• Request assignments/reassignments that are desired between directorates• Request changes in space use• Coordinate any new space request (new construction, commercial lease, purchase of buildings) with FWO-FP (and others as required)• Coordinate with the Space Management Committee and FWO-FP when new space assets come on-line within the directorate• Follow Attachment A - Requirements for Space Changes
PM-1	<ul style="list-style-type: none">• Develop siting notification proposals for approval through the Site Planning & Construction Committee (SPCC)
FWO-FP	<ul style="list-style-type: none">• Provide an on-line system for space requests (http://remedy.lanl.gov/Space/)• Ensure database updates are made to reflect the space change• When there is an institutional requirement to relocate personnel or functions, initiate space reassignments or changes in space use and coordinate with all affected DSMs• Manage or author any requests dealing with excess or surplus space in conjunction with the DSM• Manage all space requests that affect more than one directorate and coordinate with all affected DSMs
Facilities & Waste Operations - Integrated Information Management (FWO-IIM)	<ul style="list-style-type: none">• Support the space database based on input from FWO-FP• Assist FP and other organizations to ensure data usability and validity
Facility Manager (FM)	<ul style="list-style-type: none">• Act as an agent of the division leader, program manager, or office leader to ensure implementation of the requirements contained in this LIR for occupying and vacating space (Section 6.3)• Ensure that the space change maintains the building safety envelope

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	<ul style="list-style-type: none">• Ensure that the space change also meets the requirements of the facility tenant agreement (see LIR 250-02-02)
All Organizations	<ul style="list-style-type: none">• Identify needs for additional space by submitting a space request via the on-line space request system (http://remedy.lanl.gov/Space/).

6.3 OCCUPYING AND VACATING SPACE

6.3.1 Requirements for Occupying and Vacating Space

Effective space management shall require an orderly transfer of personnel and equipment in and out of a room, building, or facility. *GUIDANCE: This transfer may involve moving into new space, relocating from one Laboratory space to another, or departing the Laboratory.* Laboratory workspaces must be managed and maintained in a safe and work ready condition upon vacancy and prior to new occupancy or for the transfer to Surveillance and Maintenance (S&M) or Decontamination and Decommissioning (D&D).

6.3.2 Responsibilities for Occupying and Vacating Space

Responsible Person/ Organization	Shall
Division Leader (DL), Program Manager, Office Leader, or his/her designee	<ul style="list-style-type: none">• Ensure that Laboratory work spaces are managed and maintained in a safe and work ready condition prior to occupancy and when vacated• Ensure that the Employee Information System (EIS) accurately reflects location information for his/her organization's personnel
FM	<ul style="list-style-type: none">• Act as an agent of the division leader, program manager, or office leader to ensure that implementation of the requirements contained in this LIR are addressed via the tenant agreement• Define the degree of rigor to be applied for each of the buildings within his/her Facility Management Unit (FMU)
Group/Office Leader or Program Manager	<ul style="list-style-type: none">• Submit a request via the on-line space request system (https://remedy.lanl.gov/Space/) stating the intentions for the occupying or vacating of space• Ensure that the space being occupied or vacated has been inspected• Verify that notification is forwarded to and approved by the FM• Verify that all deficiencies are corrected prior to a worker occupying or vacating a workspace

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Health, Safety & Radiation Protection - 5 (HSR-5)	<ul style="list-style-type: none">• Provide assistance in the industrial health and safety issues• Evaluate the new use, if use has changed, against the current requirements for occupancy
Waste Management Coordinators	<ul style="list-style-type: none">• Provide assistance in all waste storage, handling, and disposal issues where required
Worker	<ul style="list-style-type: none">• Ensure that his/her work space is free from hazardous chemicals and materials, radioactive materials or contamination, classified materials, property numbered items, excess materials and equipment, waste, and trash• Ensure that facility keys have been returned or issued• Ensure that the condition of facility owned equipment is acceptable to the worker's supervisor for occupancy/departure• Update the Employee Information System (EIS) within 10 days of the occupancy/vacancy of the space• Complete Form No. 1669, Workspace Inspection Form (http://eia.lanl.gov/forms/1669.pdf) prior to occupying or vacating the workspace

6.4 EXCESSING SPACE

6.4.1 Requirements for Excessing Space

Efficient and effective management of space shall require tenant organizations and FMs to discontinue operation of space or building that is excess to the organization's need. A systematic process for identifying; evaluating; and reassigning, mothballing, or disposing of this space shall be implemented. This process shall be consistent with the safe and efficient use of Laboratory space and buildings.

The excessing process shall provide a disciplined method for making space available for reassignment to others. If space is not suitable for reuse, the process ensures that requirements are identified for the safe shutdown or transfer to surplus status of the space or building. In implementing the process requirements, reassignment of excess spaces or buildings shall be considered only when they can provide a safe and healthful workspace.

6.4.2 Responsibilities for Excessing Space

An overview of requirements and responsibilities for excessing space is provided below. The detailed stepwise requirements shall be those listed in [Attachment B – Excessing Space](#).

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Responsible Person/ Organization	Shall
Tenant Organization	<ul style="list-style-type: none">• Declare to the cognizant FM and FWO-FP (copy to tenant organization's DSM) that space is excess to the requirement of the organization through the on-line space request system (https://remedy.lanl.gov/Space)• Perform a walk-through of the space with FWO-FP (may include S&M and D&D) to determine if space is suited for continued use• Complete a Safe Shutdown Form (Form 2064) in conjunction with FWO-FP, implement the plan, and pay associated costs• Place space or building in mothball status and pay associated costs• Prepare space or building for salvage and pay associated costs• Retain assignment of space and pay any associated costs until the space is placed in safe shutdown, mothballed, or until it is reassigned, whichever occurs first
DSM	<ul style="list-style-type: none">• Intercede in the excess process if space is suited for continued use as a directorate resource and modify the space request from 'excess' to "reassignment"
FWO-FP	<ul style="list-style-type: none">• Determine if the excessed space is suited for continued use as a Laboratory resource or if the space is surplus to the Laboratory needs• Facilitate safe shutdown planning, including providing technical assistance as required, authorizing the final approval of the plan, and confirming its implementation• Validate the mothball or disposal preparation status• Authorize re-assignment from the vacating tenant organization once safe shutdown, mothballing, or salvage preparation is completed• Coordinate the integration of the excess space into Laboratory reassignment or salvage plans including S&M and D&D activities• Reassign excess space suited for reuse• File forms and documentation with DOE as required to declare space or building surplus and to obtain authorization to remove the surplus space from the Laboratory site, and• Maintain and validate the authoritative list of excess space and its status
PM-1	<ul style="list-style-type: none">• Notify FWO-FP of requirement to excess facility(s) as a result of new construction siting• Use the excess facility list from FWO-FP in the assembly of the Ten-Year Comprehensive Site Plan (TYCSP) excess facility reporting

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	<ul style="list-style-type: none">• Update and notify FWO-FP and the FMs of the planned D&D activities each year
FM	<ul style="list-style-type: none">• Provide input to FWO-FP as to whether the excess space is suited for continued use as a Laboratory resource• Participate in and provide input to safe shutdown planning and coordinate the implementation of a safe shutdown plan• Develop a plan and establish funding for surveillance and maintenance when a space or facility is placed in mothball status
S&M/D&D	<ul style="list-style-type: none">• Coordinate with FWO-FP to facilitate the safe shutdown and eventual transfer of the excess space to Facilities & Waste Operations – Waste Facility Management (FWO-WFM)• Participate in and provide input to a safe shutdown plan• Provide surveillance and maintenance planning and implementation in accordance with the safe shutdown plan and requirements of the UC/DOE contract• Transition safe shutdown or mothballed facilities to D&D status• Determine the priority for facilities transition into D&D status• Provide DOE/NNSA with an annual projected budget required for the costs of surveillance and maintenance of all space or buildings in safe shutdown status• Provide immediate notification to FWO-FP when a building or facility has been removed from the Laboratory site
Laboratory Program Office	<ul style="list-style-type: none">• Coordinate with DOE offices to identify funding for the surveillance and maintenance of facilities in safe shutdown status• Coordinate with DOE for an annual budget allocation to fund the costs of surveillance and maintenance of all space or buildings in safe shutdown status

6.5 REPORTING SPACE AND UTILIZATION DATA

6.5.1 Requirements for Reporting Space and Utilization Data

One official space database shall be maintained for the Laboratory. This database shall be maintained by Facilities & Waste Operations (FWO) to ensure that accurate space data can be obtained for purposes of space utilization and allocation at the directorate level. Additionally, the data in this database shall be used for space reporting to DOE, National Nuclear Security Administration (NNSA), UC, and others as required.

Workforce and population data (used to determine utilization) shall be derived from the most accurate information available, including human resource data and other employee information systems.

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FWO shall make summary space and utilization data readily available to Laboratory organizations.

6.5.2 Responsibilities for Reporting Space and Utilization Data

Responsible Person/ Organization	Shall
DSMs	<ul style="list-style-type: none">• Review population and space data and maintain the accuracy of the data• Provide FWO-FP with current information on space assignment, reassignments, room modifications, room use changes, and all other space related data through the on-line space request system (https://remedy.lanl.gov/Space)
FWO-FP	<ul style="list-style-type: none">• Authorize changes to the space database based on approval of space requests• Prepare periodic space utilization reports for each directorate based upon their requirements• Serve as the official source for space and utilization data for internal and external purposes• Assist organizations in the maintenance of their space and population data• Maintain an accurate listing of all surplus and excess space
FWO-IIM	<ul style="list-style-type: none">• Assist in the generation of changes to the space database as authorized by FWO-FP• Assist in the maintenance of current, accurate information• Ensure that BOMA/ANSI Z65.1-1996 Standard Method for Measuring Floor Area in Office Buildings by calling 665-8525 is utilized to capture area measurement for all Lab space
FMs	<ul style="list-style-type: none">• Assist in the maintenance of accurate space and population data by providing information to his/her DSM• Assist DSMs and FWO-FP with space and population audits
Tenant Organization	<ul style="list-style-type: none">• Assist in maintaining accurate space and population data by providing information to his/her FM or DSM• Ensure that the Employee Information System (EIS) location data is current for the organization's personnel

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6.6 CONFLICT RESOLUTION

GUIDANCE: An AD or DSM may file an appeal with respect to the following:

- FWO-FP decisions related to space management,
- interpretation of the ISMP and related standards, and/or
- target space allocations.

An appeal shall be filed only after informal resolution of the issue has been attempted with FWO-FP. The formal appeal shall be initiated by filing an appeal into the on-line space request system (<https://remedy.lanl.gov/Space/>) and implementing the requirements contained in [Attachment C - Conflict Resolution](#).

7.0 DOCUMENTATION

Documents that shall be used when implementing the requirements contained in this LIR include the following:

- Space Allocation Recommendations Report
- Space Reallocation Plan
- Space Utilization Report
- Tactical Space Plan
- Form 1669 – Workspace Inspection Form (<http://eia.lanl.gov/forms/1669.pdf>)
- Form 2064 – Safe Shutdown Form (<http://eia.lanl.gov/forms/2064.pdf>)
- Excess & Surplus Space Listing

Documentation for space requests and space changes shall be captured via the on-line space request system.

8.0 REFERENCES

8.1 Document Ownership

The Office of Institutional Coordination (OIC) for this LIR shall be FWO-FP.

8.2 Supporting Laboratory documents are:

- [LPR 210-01-00 – Integrated Facility Planning](#)
- [LPR 230-01-00 – Facility Assets-Managing Facility Assets](#)
- [LPR 250-02.00 – Facility Business-Facility Partnership Agreements](#)
- [LIR 210-01-01 –Comprehensive Site Planning Program](#)
- [LIR 250-02-02 – Facility Tenant Agreements](#)
- [Ten-Year Comprehensive Site Plan](#)

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- [LANL Engineering Manual](#)
- [Form 1669 – Workspace Inspection Form](#)
- [Form 2064 – Safe Shutdown Form](#)
- [LANL Room Use Categories](#)

9.0 Attachments

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ATTACHMENT A **Requirements for Space Changes**

1.0 INTRODUCTION

Each Associate Director (AD) shall appoint a space manager who shall be responsible for the day-to-day space management activities of the directorate and shall be the single point of contact for the space management function. The Directorate Space Manager (DSM) shall take responsibility for managing all space changes that are internal to the directorate. Space changes that involve other organizations outside the directorate shall be requested through FWO-FP via the on-line space request system.

2.0 PURPOSE

This Attachment addresses DSM requirements that must be implemented and administered for the section of the Laboratory Integrated Space Management Program (ISMP) on Space Changes.

3.0 SCOPE/APPLICABILITY

This Attachment shall apply to DSMs and encompass all space assets, including leased property controlled by the Laboratory for DOE. *GUIDANCE: DSMs may use the requirements contained in this Attachment to establish Division level requirements for space changes.*

4.0 DEFINITIONS – See the Integrated Space Management Program (ISMP) [LIR 230-01-03.0](#).

5.0 IMPLEMENTATION REQUIREMENTS

5.1 Space Requests

Requests for additional space shall be made by submitting a space request via the on-line space request system (<http://remedy/lanl.gov/Space/>).

5.2 Space Reallocations

Reallocations shall be the transfers of space assignments, either within a directorate or from one directorate to another, and include the reconfiguration of walls or partitions and the move of personnel and equipment.

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- Internal reallocations within a directorate shall be at the discretion of the AD. The reassignments must be reported to FWO-FP via the on-line space request system (<https://remedy.lanl.gov/Space/>) for documentation purposes.
- Reallocations between directorates shall be documented with FWO-FP via the on-line space request system (<https://remedy.lanl.gov/Space/>). FWO-FP shall facilitate reallocation between directorates and confirm reassignments.
- FWO-FP, in a staff capacity for ADO, shall initiate space reallocations when there is an Institutional requirement to relocate personnel or functions, change space use, etc. In such cases, FWO-FP shall coordinate with the DSM(s) of the affected directorate(s) to assure an integrated approach to the reallocation.

5.3 Change in Space Use

Any change in use of space redefines a Laboratory resource and shall require the approval of the DSM with concurrence from FWO-FP. *GUIDANCE: Examples of changes in space use include, but are not limited to, conversion of an office to storage or conversion of research laboratory space to office space.* A request to change the space use must be submitted to FWO-FP via the on-line space request system through the DSM. The assignment of a space use category shall be determined by the DSM with assistance from the assigned organization and FWO using categories defined in the [LANL Room Use Categories](#). The DSM shall report the change to FWO-FP using the on-line space request system (<https://remedy.lanl.gov/Space/>). Once the change has occurred, FWO-FP shall ensure an update is made to the space database.

5.4 Adding Space/New Space

New space can be in the form of new construction, a commercial lease, or purchase of building(s). When there is such a proposal, FWO-FP shall coordinate the request with the DSM of the affected directorate(s), the cognizant Program Office, Project Management Division (PMD), the affected Facility Manager(s) (FMs), Business Operations Division (BUS) and the Site Planning & Construction Committee (SPCC) consistent with requirements.

A request for new space to meet an immediate requirement shall be evaluated by FWO-FP with regards to the organization's current utilization and space allocation. A request for new space to meet long-term requirements shall be evaluated by PMD with input from FWO-FP regarding current utilization and space allocation.

5.5 Excessing Space

If a directorate determines that some portion of its space is no longer required or if through the space allocation review it has been determined that some portion of its space must be released, the DSM shall implement the requirements outlined in [LIR 230-01-03](#) for excessing space.

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6.0 DOCUMENTATION

All space changes shall be documented via the on-line space request system.

7.0 REFERENCES

7.1 Document Ownership

This document shall be owned and maintained by Facilities & Waste Operations – Facility Planning(FWO-FP).

7.2 Supporting Laboratory Documents

- [LANL Room Use Categories](#)

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ATTACHMENT B

Excessing Space

Purpose This Attachment contains requirements that must be implemented to transfer or achieve safe shutdown of excess space and surplus buildings that no longer meet the requirements of the assigned tenant organization.

Tenant organizations and facility managers shall implement the requirements contained in this Attachment when discontinuing operation of space that is excess to their requirements. The requirements shall be consistent with the safe and efficient use of Laboratory space and buildings by:

- Making suitable space available for reassignment,
- Preparing a space or building for safe shutdown,
- Temporarily closing space or buildings for future use,
- Transferring space or buildings to Surveillance and Maintenance (S&M),
- Removing surplus space or buildings from the Laboratory site, and/or
- Formally documenting and reporting excess space.

Definitions See the Integrated Space Management Program (ISMP) [LIR 230-01-03.0](#).

Implementation

Requirements The following requirements shall be implemented for excessing real property, i.e. space and buildings, at the Laboratory:

1. Initiating the excessing of space

- 1.1. The assigned tenant organization shall declare that a facility, building, structure or space no longer supports the organization's mission or program.
- 1.2. The assigned tenant organization's representative Point of Contact (POC) shall notify the Facility Manager (FM) and FWO-FP through the online space request system at <https://remedy.lanl.gov/Space/>.
- 1.3. The Directorate Space Manager (DSM) must be notified via the online space system.
- 1.4. FWO-FP, with input from the FM and DSM, will determine if the space or building is suited for continued use (see 5 below) or surplus to Laboratory needs (see 2 below).
- 1.5. FWO-FP will coordinate with the Owning Organizations POC, S&M Team Leader, D&D Team Leader and representation from RRES-ECO-CRM (Cultural Resources Management) and FWO-UI (Utilities and Infrastructure) if applicable to conduct an initial walk through of the space or building.

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2. Preparing space for safe shutdown – Initial Walkdown

- 2.1. If space is determined to be surplus to Laboratory requirements safe shutdown shall be required.
- 2.2. An initial walkdown shall be scheduled and copies of the Safe Shutdown [Form 2064](#) will be distributed by FWO-FP. FWO-FP, in conjunction with the S&M Team Lead, will identify specific items / actions that must be completed prior to facility acceptance by S&M.
- 2.3. FWO-FP must ensure concurrence of the safe shutdown plan and provide technical assistance as required.
- 2.4. The owning organization will execute the plan and pay associated costs until the space is placed in safe shutdown, inactive or mothball status, or until it is reassigned.

3. Final Walkdown and Transfer to S&M

- 3.1. The owning organization shall provide a completed copy of the Safe Shutdown [Form 2064](#) to FWO-FP and S&M Team Lead.
- 3.2. FWO-FP and S&M perform the final walkdown with the POC to verify that the necessary actions outlined during the initial walkdown were completed and to validate that all steps on the Safe Shutdown Form have been satisfactorily completed, signed, dated, and conveyed to S&M.
- 3.3. If the S&M Team Leader accepts the facility, S&M will sign the Safe Shutdown Form, retain the original, and provide copies to all parties.
- 3.4. S&M will notify FWO-FP, FWO- D&D, and RRES-ECO and cognizant FM that the facility is ready for transfer to FMU-6 S&M.
- 3.5. FWO-FP will ensure that the database is updated to reflect the change in responsibility.

4. Transferring of surplus space for demolition

- 4.1. S&M must complete a [Facility Tenant Agreement](#) and transfer the space or building to D&D when funding is available for removal.¹
- 4.2. FWO-D&D shall notify FWO-FP and S&M that the space or building has been removed from the Laboratory site when work is complete.
- 4.3. FWO-FP must remove the space or building from the space database and notify all affected parties.

5. Transferring excess space for reassignment

- 5.1. If the space was determined to be suitable for reuse, FWO-FP shall implement the requirements for Occupying and Vacating Space in the ISMP LIR 230-01-03.00.
- 5.2. Coordinating with the FM and DSM, FWO-FP shall transfer the space or building to the Institutional Space Reserves, document

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the transfer stating that the space or building is now excess and is available.

- 5.3. FWO-FP must update the space database to reflect the transfer, discontinuing space assignment and responsibility of the building from the current tenant.

The following process shall be implemented for excessing trailers, transportables, and other temporary space at the Laboratory:

6. Preparing temporary structures for surplus

- 6.1. The assigned tenant organization shall notify FWO-FP through the online space request system at <https://remedy.lanl.gov/Space/>.
- 6.2. FWO-FP shall perform a walkthrough with the POC and Salvage
- 6.3. The POC shall facilitate a safe shutdown plan in conjunction with FWO-FP.
- 6.4. Upon completion, Salvage must coordinate the removal of the structure.
- 6.5. Salvage shall notify FWO-FP when the structure is removed.
- 6.6. FWO-FP must update the space database to reflect the change.

Documentation

- FWO-FP must develop, catalog, and maintain a master list documenting excess space at the Laboratory and update the space database to reflect all changes that occur via the Space Request System at <https://remedy.lanl.gov/Space/>.

'At no point shall a building be declared excess or surplus, or be removed, demolished, or relocated from Laboratory property without going through the space request system and obtaining the concurrence of FWO-FP.'

IMPLEMENTATION

Assistance

Contact FWO-FP at 665-8525 for assistance in the implementation of these requirements

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ATTACHMENT C **Conflict Resolution**

1.0 INTRODUCTION

GUIDANCE: An Associate Director (AD) or Directorate Space Manager (DSM) may file an appeal related to decisions made through the Integrated Space Management Policy by implementing the following requirements.

2.0 PROCEDURE

- 2.1 All appeals shall be filed only after informal resolution with FWO-FP has been attempted. A formal appeal shall be initiated by filing through the on-line space request system.
- 2.2 The appeal shall be reviewed and resolution proposed to the appellant by FWO-FP. If resolved, the appeal shall be closed. FWO-FP shall document the proceedings.
- 2.3 If the appeal is not resolved, FWO-FP and appellant shall present the appeal and previous proceedings to the Division Director of FWO (DD-FWO). The appellant shall be provided an opportunity to present his/her case. The appeal shall be reviewed and resolution proposed to the appellant by the DD-FWO. If resolved, the appeal shall be closed. FWO-FP shall document the proceedings.
- 2.4 If the appeal is not resolved, the appeal and previous proceedings shall be presented to the Associate Director for Operations (ADO). The appellant shall be provided the opportunity to present his/her case to the ADO. The appeal shall be reviewed and resolution developed and conveyed by the ADO. *GUIDANCE: The ADO may engage the Space Management Committee to devise a solution. The appeal shall be closed at the discretion of the ADO.* FWO-FP shall document the proceedings.